

Report for Week Ending 30 May 1956
from
RECORDS DISPOSITION BRANCH

25X1A9a

Project 5-70 - Office of Training [REDACTED]

The complete records control schedule for OTR has been approved and signed by the DTR. The final report has been completed and awaiting Mr. [REDACTED] signature. Several items which will need disposal authorization from the National Archives and Congress will be submitted to Archives within a few days. Project is 95% complete. 25X1A9a

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Project 5-77 - (DD/I) and Project 6-15(OCI) - [REDACTED]

No change from previous report. Projects are 99% complete.

Project 6-11 - Office of Personnel - [REDACTED]

25X1A9a

The inventory of record holdings has been completed and preliminary schedules have been prepared for all records with the exception of those in the Office of the Director. Total volume of records inventoried is estimated to be 3000 cubic feet. Project is 60% complete.

Project 6-26 - Medical [REDACTED]

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The Medical Staff is in process of relocating the files of several of its branches and of consolidating the files of one Division which may have an effect on the Medical Records Control Schedule recently concurred in by the Medical Staff. Dr. [REDACTED] has requested my help in aiding his staff in relocating their files. Project is 75% complete. 25X1A9a

Project 6-39 - DCI Executive Registry [REDACTED]

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Schedule has been reviewed by the secretary to the DCI and concurrences were obtained from the various components. Project is 65% complete.

Project 6-40 - Office of Central Reference - [REDACTED]

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25X1A9a Mr. [REDACTED], Chief of Special Register; and his deputy Mr. [REDACTED], 25X1A9a along with two of his branch chiefs were taken on a tour of the Records Center. They were favorably impressed with the security of the Center and indicated they will make full use of the services offered. Schedules are being drafted for Industrial Register. Project is 16% complete.

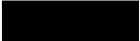
General Information

At a meeting on 28 May 1956 attended by representatives of all offices in the Agency concerned with retirement of Special Intelligence material, a detail procedure was developed and agreed upon for transferring this material to the Center. The initial shipment will be made on 6 June 1956.

The process of preparing the PSB files for retirement is moving slowly due to the procedure required for top secret documents which make up the bulk of these files.

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General Information (CONTD)

25X1A9a DD/S Project 

No change from previous report. Project is 50% complete.

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